



## COMMUNICATIONS TECHNICIAN II

### Characteristics of Work

Incumbents in the communications support field are responsible for the physical aspects of voice and data network operations. Individuals in this role are responsible for the installation maintenance and monitoring of voice and data systems throughout the State. This includes responding to user needs and identifying and resolving operational problems as they occur.

Communications Technician II is the career level where incumbents are responsible for installing, maintaining and repairing voice and data communication systems at a broader and/or more complex level than the Communications Technician I. Incumbents spend a lot of time installing and maintaining communications systems and various types of related equipment including microwave equipment, key systems, small and large electronic communication servers/PBXs, mobile radios, weather radios, PA systems, radio buildings and emergency radios.

### Examples of Work

**Examples of work performed in this classification include, but are not limited to, the following:**

Performs Quality Assurance testing on communications/cable systems.

Performs maintenance, diagnostics, and repair for key systems and small or large electronic communications servers/PBXs.

Supervises the adds, moves, and changes to telephone and data extensions and/or work stations.

Implements installation of communication/cable systems.

Acts as on-site liaison for Agency end-users.

Accurately accounts for all changes made to the telephone and/or data networks using a CAD software application.

Performs related or similar duties as required or assigned.

### Essential Functions

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Monitors and maintains communications systems which include cable plants, key systems and small or large electronic communication servers/PBXs.
2. Supervises adds, moves, and changes to the existing communications system.
3. Configures new voice and data communication systems for the State.

### **Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Heavy Work:** May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye and consistently differentiate between colors.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Field of Vision:** Ability to observe an area up or down, left or right while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

**Accommodation:** Ability to adjust focus.

**Color Vision:** Ability to identify colors.

#### **Motor Coordination:**

While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening skills.

### **Experience/Educational Requirements:**

#### **Education:**

Graduation from a standard four-year high school or equivalent (GED);

**AND**

#### **Experience:**

Three (3) years of directly related experience.

**Substitution Statement:**

No substitution for experience in this situation.

**Interview Requirements**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.